



ERIE COUNTY

PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$10.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

PRESCHOOL COORDINATOR

NO. 76-103

NOTICE: Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.

HEALTH DEPARTMENT

\$36,415 - \$47,990

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE HEALTH DEPARTMENT. At present there is one vacancy.

The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test as a Senior Case Manager – Early Intervention Service and in addition, must meet one of the following requirements:

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Education, Special Education, Physical Therapy, Occupational Therapy, Speech Pathology or Nursing;
OR
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Special Education, Physical Therapy, Occupational Therapy, Speech Pathology or Nursing and two years of experience in working with developmentally delayed infants and toddlers providing social, medical, health or other therapeutic services in a school, agency, clinic or hospital;
OR
- c. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Education, Special Education, Physical Therapy, Occupational Therapy, Speech Pathology or Nursing and four years of experience in working with developmentally delayed infants and toddlers providing social, medical, health or other therapeutic services in a school, agency, clinic or hospital;
OR
- d. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT: Current Licensure or Certification issued by the New York State Education Department in Education, Special Education, Physical Therapy, Occupational Therapy, Speech Pathology or Nursing at time of appointment.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

A medical examination may be required before appointment.

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

EXAMINATION DATE

FEBRUARY 21, 2004

**SEE REVERSE
SIDE**

**APPLICATIONS MUST BE
POSTMARKED BY**

JANUARY 14, 2003

DUTIES: A **Preschool Coordinator** plans, coordinates, implements, and evaluates preschool services for children with handicapping conditions; acts as a liaison between Erie County, provider agencies, school districts, and New York State, including written and verbal correspondence, addressing problematic issues, facilitating positive communication and attending meetings; maintains regular communications with the Special Education Department, Preschool Programs, CPSE, State Education Department, and Erie County Health Department; supervises Preschool County representatives, i.e., reviews paperwork, conducts observations of performance, elicits evaluation of performance through contact with CPSE chairpersons and agency representatives, etc.; schedules representatives at meetings and for phone conferences; compiles information, produces statistical reports, and presents information regarding transportation services; prepares reports and maintains records on program performance; looks for cost savings in transportation services; audits IEP's at provider agencies, including transportation services; completes program reviews at all provider agencies, including providers of transportation; creates and revises policies and procedures; assists in obtaining, organizing, and disseminating information among agency providers and school districts in an effort to maintain consistency across Erie County; reviews CPSE referrals to determine appropriate level of services for preschool children; acts as a resource to CPSE Chairpersons; represents Erie County at Committee on Preschool Special Education; assists in the review of evaluations for the Early Intervention Program.

SCOPE OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **EARLY CHILDHOOD DEVELOPMENT** – These questions test for a knowledge of principles and practices of early childhood learning and development. Questions may cover such topics as: factors influencing physical, mental, social, and emotional growth; characteristics, behaviors, and attitudes associated with normal growth and development; symptoms of developmental problems; and approaches and programs which promote healthy child development.
2. **INTERVIEWING** – These questions test for the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices and techniques of effective interviewing to hypothetical interviewing situations. Questions are also included which present an interviewing situation in which some problem has arisen and your task is to choose the most appropriate course of action under the circumstances.
3. **PREPARING WRITTEN MATERIAL** – These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.
4. **PROBLEMS OF AND PROGRAMS FOR INFANTS, TODDLERS, AND PRESCHOOL CHILDREN WITH DISABILITIES** – These questions test for knowledge and understanding of the problems, care, and treatment of infants and young children with disabilities. Questions may cover such topics as: symptoms, causes, treatment methods, and programs associated with various disabilities and handicapping conditions; normal and abnormal behavior; causes of problem behaviors; managing and interacting with such children; advocating for such children; and providing for the safety, nutrition, health, physical development, and personal growth of such children.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A \$10 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

